

NPIC/D-261/70
24

MEMORANDUM FOR: Executive Director, NPIC

SUBJECT : Conduct of Review of NPIC's Training Procedures
and Plans

1. In conducting a review of NPIC's training procedures and plans I request permission to proceed along the following lines:

- a. Review training records of the Center (currently reviewing records available through 25X1
- b. Submit a brief questionnaire to ALL Center personnel, or to as many as you will permit me to contact, via their supervisors. I would prefer to attempt to submit a questionnaire to all employees. This will give me a better feel for the situation. It could also be of benefit morale-wise in seeking the participation of each individual.
- c. Conduct follow-up discussions in each Group and Staff with personnel approved by Group and Staff Chiefs.
- d. Seek information and guidance from PPBS.
- e. Prepare and submit results of training review to you.

2. A draft of the proposed cover memo and questionnaire for use with NPIC personnel is submitted for your comment and approval.

25X1
Declass Review by
NGA.

Distribution:

Orig - Addressee
1 - JWG(file)
2 - NPIC/ODIR

NPIC/ODIR :lak(24Aug70)

SECRET

DRAFT

[redacted] mcg

21 August 1970

25X1

NPIC management is interested in a thorough and independent review of the Center's training procedures and plans. This is to be an across-the-board review encompassing all training. I have been asked to do such a survey and it will be successful (for you and the Center) only to the extent that you make your needs and convictions known.

The attached questionnaire, if answered candidly, will be a real assist to me in getting this project started. All replies should be sent to Room 6N131 [redacted]

25X1

25X1 [redacted] Signatures are desired but not mandatory. If you prefer not to sign please indicate ^{only} the Group or Staff you are assigned to *and your grade.*

All replies should reach me no later than 4 September 1970.

In order to make progress on this study a close schedule must be maintained. We would much rather make progress with your help than without it. The review should represent you. Please complete and return the questionnaire on time. If you have any questions I can be reached on [redacted] and would welcome a visit from you in Room 6N131.

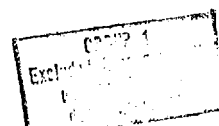
25X1

[redacted]
Office of the Director
National Photographic Interpretation Center

25X1

Attachment:
NPIC Training Questionnaire

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NPIC Training Questionnaire

(Please complete and return to Rm 6N-131 by 4 September 1970)

Note: Non-supervisory personnel should mark questions concerning "your employees" as not applicable (NA).

1. What is your general attitude toward training?
2. What is your opinion of training possibilities offered -
 - a. To you:
 - b. To your employees?
3. How do you believe your employees feel about training opportunities at NPIC?
4. Are you getting the training you would like to have? If not, why not?
5. Are your employees getting the training you feel they should have?
If not, why not?
6. What types of training are you most interested in -
 - a. For yourself?
 - b. For your employees?

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7. Are you able to maintain a well scheduled training program for -
(if not, why not?)
 - a. Yourself?
 - b. Your employees?
8. What percentage of your employees attend some form of training each year? Do you feel this percentage is too high, too low, about right?
9. What do you see as the aim (goal) of a good (adequate) training program?
10. What would you do to improve the Center's planning and procedures for training? ~~enhance~~
11. Any other comments?

Name

Grade

Assigned to (Group or Staff)

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